



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, April 7, 2010**

1. The meeting was called to order at 5:04 p.m. by Board President Avonnet Peeler
2. **ROLL CALL:** President Avonnet Peeler, Vice President Peter Horikoshi, Board Members Dean Batchelor, Linda McHugh and Roberto Rocha

ABSENT: Executive Secretary Karen Willis

STAFF PRESENT: Chris Low and Jill Kovacs, Senior Management Analysts

3. **MINUTES:** The minutes of the regular meeting of January 6, 2010 were presented for Board approval. Board Member McHugh moved to accept, Board Member Batchelor seconded, and the motion was carried by a 5-0 vote.
4. **CONSENT CALENDAR:**
SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF **JANUARY, FEBRUARY AND MARCH 2010.**

4-A	ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
	Controller	3/10/2010	2010-01
	Deputy City Manager	12/11/2009	209-38PR
	Jailer	3/24/2010	2010-03
	Journey Lineworker	1/13/2010	2010-05
	Maintenance Worker II	2/3/2010	209-37PR
	Property & Evidence Technician	3/3/2010	2010-04
4-B	ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
	Assistant Engineer	08/27/2009	209-22PR
	Asst General Mgr - Energy Res Planning	08/10/2009	209-12
	Deputy Fire Chief	11/20/2009	209-35PR
4-C	ELIGIBLE LIST EXPIRED/CANCELLED/ EXHAUSTED	DATE ESTABLISHED	EXAM NO.
	Asst General Mgr - Customer Resources	07/15/2009	209-11PR
	Customer Program Coordinator	07/31/2009	209-13PR
	Energy Resources Analyst	11/09/2009	209-15
	Fire Captain	05/02/2008	208-09PR
	Junior Engineer	02/12/2008	207-68
	Lead Customer Service Rep	09/15/2009	209-21PR
	Public Safety Dispatcher (Entry)	09/04/2008	208-18

Public Works Superintendent	08/21/2008	208-16
Sr Customer Program Coordinator	07/31/2009	209-14PR
Storekeeper	11/05/2009	209-28PR
Supervising Accountant	08/13/2009	209-07
Utility Accountant	08/27/2009	209-17PR

4-D LIST OF SPECIFICATIONS:

Classification Specification Title Change/Revision:

<u>FROM</u>	<u>TO</u>
Golf and Park Maintenance Worker	Park Maintenance Worker

Existing Classification Specification Revision:

Maintenance Worker I

Vice President Horikoshi raised a question on an item on 4-D, regarding Golf and Park Maintenance Worker, asking if the class was combined, were there some people with golf experience who would then qualify for that position and, since it is more general now, is it still the intent to allow people who have golf experience and not park experience to qualify for this position?

Jill Kovacs responded that if a new recruitment was opened now for Park Maintenance Worker, we would want park-focused experience. However, it would depend on the strength of the recruitment pool whether someone with other greens or landscaping experience would do well in the recruitment. Should the Golf Course reopen at some point, it would remain to be seen if we would expand this classification or create a second classification.

Vice President Horikoshi stated that in terms of the examples of duties, he remembers previous discussions about swimming pools, baseball diamonds and tennis courts. He asked if recruitments tested generally for such position, or if there is a position that is going to work on swimming pools and do we recruit for someone with that kind of experience?

Chris Low replied that a Maintenance Worker I recruitment is open now that specifies where that vacancy is and the recruitment is tailored to fill that particular vacancy. Given the fact that eligible lists are initially good for six months, we would be going for that specific type of experience.

President Avonnet Peeler stated that the definition of Park Maintenance Worker refers to recreational areas which is golf courses and parks.

Board Member Dean Batchelor asked if there were plans to combine these job descriptions since the skills for Maintenance Worker I are similar to those for Park Maintenance Worker, and was there a promotional concept to allow opportunity for the employees.

Chris Low responded that we did not look at combining the two classifications; Jill looked at one specification and he looked at the Maintenance Worker specification, as those were the areas where we were assigned. But to look at combining the two specifications, such that there would be perhaps greater opportunities for folks, for employees in the future, there certainly are Park Maintenance Workers who have gotten very used to working

where they work right now and right now, to combine the two classifications into one, and then to mix that seniority, would create some issues of its own.

President Peeler asked if one classification is more mechanically oriented.

Jill Kovacs replied that Park Maintenance Worker is focused on the out-of-doors. While they may do some restroom maintenance and some sorts of small building maintenance, by-in-large, they dealing with things that are outside. They are dealing with grounds or they are dealing with specialized recreational areas like tennis courts or ball fields.

President Peeler asked if either of the maintenance classifications repair equipment. Chris Low explained that Maintenance Workers I in Public Works are more inclined to maintain things like curbs, streets, gutters, lift stations, signs, and striping on roads. They also do some weed abatement, concrete work, carpentry, plumbing and some electrical work. Chris Low concluded by saying that the Maintenance Workers in Public Works are diverse as opposed to those in Parks.

Jill Kovacs further explained that the Maintenance Worker I is considered semiskilled and on-track to becoming a skilled worker such as the Maintenance Worker II. The Park Maintenance Worker is not on the same track and probably wouldn't move directly to a skilled Maintenance Worker II position.

Vice President Horikoshi agreed that it does seem like they have different skill sets.

Member Roberto Rocha asked how they would transition between the two.

Jill Kovacs responded that not many Maintenance Workers from Public Works come to Parks, and not many from Parks go to Public Works, since they are totally different areas. A Park Maintenance Worker would likely need to come into the classification series via the Maintenance Worker I classification.

President Peeler asked if there was any further discussion regarding items on the Consent Calendar and asked for a motion to approve.

Member Rocha moved to accept the consent calendar. Vice President Horikoshi seconded and the motion passed by a 5-0 vote.

5. **REGULAR AGENDA ITEMS**

5-A Activity Report Period of December 1, 2009 . February 28, 2010

Jill Kovacs reviewed the Activity Report noting that the Economic Development Department physically moved from Alameda Point to the first floor of City Hall. She further explained that the Housing Section of Economic Development was absorbed and transferred to the Housing Authority, which impacted three positions comprised of two active employees who are now housed and working out of the Housing Authority offices on Atlantic Avenue. Jill also noted that a Golf and Park Maintenance Worker was appointed to an open Custodian position at the Library, meaning that one less employee lost their job as a result of the Golf layoffs. The Board had asked at the last meeting about the Golf layoffs which were not included on that Activity Report because they were not effective until the Report being presented at this meeting. This Report shows action resulting from the Golf layoffs including retirements and demotions where employees

returned to classifications previously held in lieu of layoff.

Member Rocha asked if the layoffs were because there were no other positions with the City.

Jill Kovacs explained that employees were either directly laid off or bumped out of their positions by employees with more seniority resulting in four Recreation and Park employees being bumped by Golf employees. The remaining Golf employees did not have seniority rights and they were directly laid off. There are exams going on now including Maintenance Worker I at Public Works, and these laid off employees have been invited to apply.

President Peeler asked about the special notification list.

Jill Kovacs explained that a special list of laid off employees is maintained, including employees who were part of the June 2009 City-wide Reduction in Force (RIF) and those impacted by the Golf layoffs at the end of 2009. AMP employees from an earlier lay off were also on the list, but have now rolled off. The contact list is used to invite and encourage laid off employees to apply for open positions. The June RIF layoff agreement provided that a laid off employee would retain rights to apply for internal promotional exams, or lateral or lower ones, and that the employee would be considered an active employee for the sake of their eligibility to apply.

Board members discussed if the internal application was applicable for one or two years. Jill Kovacs confirmed the ability to apply for internal exams for one year and reinstatement rights to a position previously held for two years.

President Peeler asked if the gasoline tax situation will create more layoffs. Jill Kovacs responded that there would be no further Golf layoffs because there are no Golf employees remaining. Otherwise it is uncertain. The Interim City Manager has stated that further layoff action will depend on what the state does. As we understand that, it would probably impact redevelopment funding.

Member Linda McHugh moved to accept the Activity Report. Vice President Horikoshi seconded and the motion passed by a 5-0 vote.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

President Peeler invited public comment. Jill Kovacs introduced Mr. Michael Torrey, Tenant Member of the Housing Authority Board of Commissioners. Mr. Torrey shared that he was there to observe and support the Board.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

Vice President Horikoshi asked staff how things are going and Jill Kovacs replied that it is challenging. Vice President Horikoshi followed up, asking if things were going to go down further before they go back up. The Board discussed current circumstances and situations including the auto plant closure in Fremont and veterans transitioning to the civilian workforce, and asked staff if these sorts of things are impacting the quality of applicants for City positions and the City's retention rates. Chris Low responded that we are seeing applicants exceeding minimum qualifications. Jill Kovacs stated that employees are staying to retain seniority rights.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Jill Kovacs shared Executive Secretary Karen Willis' regrets at not being able to attend this evening's meeting.

9. President Peeler asked for a motion to adjourn the meeting. Board Member Rocha moved to adjourn and Vice President Horikoshi seconded the motion. The motion passed 5-0 and the meeting was adjourned by President Peeler at 5:30 p.m.

Respectfully submitted,

Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board